

**DIVISION of Facilities Management  
and Property Services**

Ashlie Lancaster, Director  
1200 Senate Street, Sixth Floor  
Columbia, SC 29201  
803.737-3880  
803.737.0592 Fax

**March 19, 2021**

Dear Property Owner or Agent:

The State of South Carolina is seeking parking space in Charleston County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, April 1, 2021**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at [rps@admin.sc.gov](mailto:rps@admin.sc.gov).

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations, §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: [https://admin.sc.gov/real\\_property/forms](https://admin.sc.gov/real_property/forms).

Sincerely,

Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR  
THE MEDICAL UNIVERSITY OF SOUTH CAROLINA (MUSC)**

**PARKING SPACE IN CHARLESTON COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named). Leases that must be approved by the State Fiscal Accountability Authority also require Private Participant Disclosure forms to be completed by the Lessor (copies available upon request).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed plans submitted; therefore, best proposals should be submitted initially.

**LEASE CRITERIA – Medical University of South Carolina (MUSC)**

- Location: CITY OF CHARLESTON – CHARLESTON COUNTY, SOUTH CAROLINA: located within the current Downtown Charleston MUSC transit system and/or within walking distance to campus.
- Expected occupancy date: **November 1, 2021**
- Total reserved parking spaces needed are approximately **140 spaces.**
- Term: Please provide proposed rate for 1-year term with option to terminate with a 30-day written notice.
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Parking facility can be gravel, paved or concrete or other similar types of surfaces and may include surface options.
- Parking facility must include lighting for safe passage.
- Ability to install MUSC signage which shall allow MUSC Parking Management to monitor lot. (MUSC to pay for signage.)
- Parking facility must have proper drainage.
- Parking facility may be new or existing construction.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals for a GROSS lease to include all operating expenses, including utilities, grounds maintenance, repairs, taxes, insurance, and any other service necessary to maintain and operate any site improvements are preferred.



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- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

**MINIMUM STATE REQUIREMENTS**

- **Standard State lease must be used – a copy is available on our website at: [https://admin.sc.gov/real\\_property/forms](https://admin.sc.gov/real_property/forms) or can be provided upon request.**

**PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:**

- Proposals must specify the following:
  - Facility is new or existing parking lot or garage.
  - Describe the surface as well as any systems in place, including lighting and access/revenue control system (manufacturer and software).
  - Indicate if Agency will not have exclusive use of parking facility.
  - Indicate if proposal is for a GROSS lease, and if so, what services are included.
- Proposals must be received by the Real Property Services by **4:00 PM, April 1, 2021.**
- All proposals must be in writing and may be submitted by e-mail. (It is agent's responsibility to ensure receipt).

**CONTACT INFORMATION**

All information and questions should be directed to Real Property Services – no direct contact can be made with the Medical University of South Carolina (MUSC). Direct contact can be cause for automatic disqualification.

**RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:**

DEPARTMENT OF ADMINISTRATION  
REAL PROPERTY SERVICES  
PHONE: 803-737-0644 or 803-737-1617  
EMAIL: [rps@admin.sc.gov](mailto:rps@admin.sc.gov)

